



THE CITY OF LONG BEACH
IS SEEKING A
FLEET SERVICES MANAGER



THE COMMUNITY

Majestically located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California (population 491,564) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, West Coast Hockey League's Ice Dogs, the annual Toyota Grand Prix of Long Beach plus an elaborate array of other attractions serve to draw over 5.5 million visitors a year. The City is also home to California State University Long Beach and Long Beach City College.

While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. As the fifth largest city in California, Long Beach has been referred to as the "most diverse city" in the country by *USA Today*. Priding itself on the depth of its integrated ethnic diversity, the City is home to the largest Cambodian population outside of Cambodia. The majority of residents are widely represented by Hispanic (35.8%), Caucasian (33.1%), African American (14.5%) and Asian (11.9%) populations.

The Port of Long Beach is the busiest on the West Coast, handling 5.7 million containers in 2004, making it the nation's largest container port. In April 2003, Long Beach welcomed the first cruise ship to its new passenger

terminal. The City also has its own full service airport. It is rapidly becoming a favored travel-friendly alternative to other Los Angeles/Orange County airports by offering preferred flight schedules, carriers, and

overall accessibility. In addition, Los Angeles' rail transit system, the Metro Blue Line, has numerous stops within the City and throughout the region.

Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People in 2005. The City consists of more than 163,000 households and over 32 percent of the population is under the age of 20. The median family income is slightly under \$40,000, however, nearly 25 percent of families earn more than \$75,000 per year.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. Mayor Beverly O'Neill also currently serves as President of the U.S. Conference of Mayors.

In addition to all traditional municipal services, the organization also includes the enterprise operations of the airport and the port, as well as being one of only three cities in

the state to have its own Health and Human Services, Water, Gas and Oil Properties Departments. The City Council is assisted by various commissions. Commissioners are nominated by the Mayor and approved by the City Council. The Civil Service Commission, Board of Water Commissioners, and Board of Harbor Commissioners oversee operations of their respective areas.

The City Council appoints a City Manager to oversee the administration of 14 City departments, excluding those under the direction of a separately elected official, Board or Commission. The City is supported by a total budget of approximately \$2 billion, including a FY05-06 General Fund budget of \$362 million. Approximately 5,600 employees comprise the City's workforce with most represented across nine bargaining units.

PUBLIC WORKS DEPARTMENT - FLEET SERVICES BUREAU

The Public Works Department consists of 712 full-time employees and is supported by an annual operating budget of \$54.5 million. The Bureaus of the Department consist of Administration; Airport; City Facilities Management; Fleet Service; Solid Waste Collection, Disposal and Recycling; Street Drainage; Street Sweeping; and Traffic Transportation.





Reporting to the Director of Public Works, the Fleet Services Manager is responsible for overseeing the acquisition and maintenance of over 1,600 vehicles and related equipment utilized by various City departments. The Long Beach fleet is extremely diverse consisting of the full array of traditional vehicles and equipment along with boats, helicopters and the entire range of resources typically associated with urban coastal municipal police and fire services. In addition, he/she is responsible for overseeing the management of the Underground Petroleum Storage Tank (UPST), Regional Fueling Programs and mandated environmental remediation activities to ensure all regulatory requirements are met. Long Beach is considered a public sector leader in fuels and clean energy. Lastly, the Manager provides the necessary oversight for the City's 24/7 towing operation.

The towing operation supports the Police and Planning and Building Departments. The Bureau manages the towing, impounding, storing, releasing, disposing and selling of vehicles as an enterprise operation for client City departments.

The management team that reports to the Fleet Services Manager includes the General Superintendent – Fleet Maintenance Operations, Superintendent – Towing Lien Sales, and Superintendent – Towing Operations. The Bureau is supported by a staff of 131 employees and an annual operating budget of \$38.3

million. A new facility is projected within the next five years. This recruitment was initiated as a result of the incumbent Manager's retirement.

The new Fleet Services Manager will become part of a cohesive and dynamic management team. Under the leadership of Public Works Director Christine Andersen who was appointed in August 2003, the Department has adopted a culture characterized by mutual cooperation, collaborative problem solving, along with high performance and service standards. Prior to joining the Long Beach executive team, Ms. Andersen served as Deputy City Manager in Boulder, CO and Public Works Director in Eugene, OR.

BUREAU PRIORITIES

A comprehensive management study of the Bureau was conducted in 2004. A number of priorities were identified as opportunities for operational and administrative improvements and are in various stages of implementation. In addition to furthering the advancement of the study recommendations, the new Manager will also be expected to address the following:

Implementing the City's Focused on Results (FOR) **performance management system**.

As with all organizations, **succession planning** is a high priority for the City as a high ratio of retirements are anticipated at all levels within the next 60 months. To that end, the future Manager will have the opportunity to recruit and select two new senior managers in the early stages of his/her tenure.

THE IDEAL CANDIDATE

The new Fleet Services Manager will assume responsibility for a bureau in a large department in one of California's most desirable cities. He/she will be expected to contribute to the collective leadership of the Department in a progressive manner beyond the

confines of just Fleet Services.

The candidate selected will build and strengthen a dedicated group of managers as well as maximizing the capacity of the entire Bureau. He/she will be expected to take a strong leadership role in the prioritization and implementation of the recommendations produced by the recent management study.

Exhibiting a style that is dominated by strong customer service values, the Manager is expected to communicate effectively and comfortably across client departments at all levels. Highly qualified candidates will be very organized and adept at managing a significant number of projects and priorities simultaneously.

Experience and Education

The ideal candidate will be an experienced fleet/public works manager who exhibits a strong customer service orientation and a commitment to efficiency. He/she will be an effective manager of people who takes pride in the growth and development of staff. Candidates who prefer to be part of a collegial and highly cooperative management team will find the Long Beach Public Works culture attractive.

Individuals who have demonstrated managerial success in creating and maintaining a high performing professional department or division are encouraged to consider this opportunity. Strong candidates will have comprehensive administrative skills and possess impressive experience managing fiscal, physical and human resources.

A Bachelor's degree in public administration or other relevant field is required. Experience in the public sector is preferred.



Management Characteristics and Capabilities

In addition to the previously mentioned qualifications, the following management attributes were identified as being critical to the new Manager's success:

- Efficiency minded
- Proactively addresses challenges and opportunities
- Open to new ideas
- Fosters innovation among all staff
- Supports reasonable risk taking
- Motivating leadership style
- Partnership oriented
- Superior communicator
- Effective relationship builder
- Promotes high standards of professionalism
- Values continuous learning and improvement
- Exhibits high concern for quality and results

COMPENSATION AND BENEFITS

The beginning salary range for this position goes up to \$115,000. Actual starting salary will be dependent upon qualifications and experience. In addition to salary, the City offers an attractive benefits package that includes:

Retirement – City currently offers CalPERS 2.7% @ 55 plan, coordinated with Social Security. Employee contributes 5% first year and declining percentages thereafter (1% per year and leveling off in fourth year at 2%).

Vacation – Twelve days after one year of service; 15 days after four years, six months; 20 days after 19 years, 6 months of service.

Sick Leave – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.

Holidays – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.

Executive Leave – Five days per year.

Auto Allowance – \$180 per month.

Bereavement Leave – Three days for death or critical illness of family member, plus three days of accrued sick leave, if needed.

Health Insurance – Several plans are available: One HMO, two indemnity plan options and a point-of-service (POS) plan. The City pays part of the premium for employee and dependents depending on the health/dental plan selected.

Dental Insurance – Two dental plans are available for employees and dependents.

In-Hospital Indemnity – City-paid in-hospital indemnity plan for in-patient hospital stay.

Life Insurance – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.

Disability – City-paid short-term and long-term disability insurance.

Management Physical – Annual City-paid physical examination.

Deferred Compensation – Available through three plan providers.

Visit the City's website at www.longbeach.gov for detailed information regarding benefits and department operations.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is **Monday, February 6, 2006**. To be considered for this rare opportunity, please submit a cover letter, a resume that reflects size (staff, budget) and scope of current/most recent organization and responsibilities, list of six work-related references, and current salary information. For additional information regarding this opportunity, contact:



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Following the filing deadline, candidates with the most relevant qualifications will be granted interviews by the consultants in February. Those individuals determined to be best suited for the position will be interviewed by the City shortly thereafter with an appointment anticipated in March, upon the completion of reference and background checks.

The City of Long Beach is an Affirmative Action/Equal Opportunity Employer and values diversity at all levels of the organization.

